

Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
Worcs
WR9 8DS

2nd March 2015

Telephone: 01905 774258

You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held in the Council Chamber, St Richard's House, Victoria Square, Droitwich Spa, WR9 8DS on Monday 9th March 2015 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Pam Craney
Town Clerk

PUBLIC SESSION

Members of the public are invited to attend the committee meeting. Time is set aside at 5.45pm to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Committee meeting. Notice of these should be lodged with the Town Clerk by 1pm that same day at the latest. Members of the public may not take part in the committee meeting.

A G E N D A

1. Apologies for absence
2. Declarations of interest
3. To confirm as a correct record the Minutes of the Meeting of the Committee held on 12th January 2015 [*circulated previously*]
4. To receive and consider the Notes of the meeting of the Droitwich Charter 800th Anniversary Event 2015 Working Party held on 19th January 2015 [*enclosed*].
5. Town Guide – Arising from Minute No 30 of the meeting of the Committee held on 2nd June 2014 Mrs Christine Moreton from the Regional Digital Marketing Company, the Heritage Managers and Assistant Town Clerk are organising an official launch reception for the new Town Guide brochure and the Visit Droitwich Spa Tourism website. This will take place on Tuesday morning 31st March 2015 at 10.30am in the Tourist Information Centre and Museum at St Richards House, Droitwich Spa. All Councillors are to be sent an invitation and there will also be a small display at the Town Meeting during the previous evening –Monday 30th March 2015.

6. Electrical Infrastructure Upgrade for Victoria Square. Western Power has confirmed that they anticipate completion of the dedicated supply works for the new Victoria Square power distribution box by the 1st April 2015. The distribution equipment is currently being manufactured and arrangements are in place for this to be fitted by the Town Council's electrical contractor during early April. This will enable the new power infrastructure to be in place and fully operational for all of the key events and festival's taking place through 2015.
7. Farmers' Market – Arising from Minute No 169 of the meeting of the Committee held on 10th November 2014 the Chairman, the Assistant Town Clerk and Mrs Janet Yates – Wychavon District Council confirm having met with Mr Craig Thornton and Mr Henry Wormington from the Worcestershire Farmers Market on the 12th January 2015. The meeting was very positive agreeing a way forward to help raise the profile of the Farmers Market in Droitwich Spa. A publicity plan has been drawn up jointly by all parties and is attached for information purposes.
8. Christmas Lights Contract – 2014 represented the final year of the three year contract for Festive illuminations in the town centre provided by the Festive Lighting Company. Three quotations have been sought based on the existing arrangements and will be available at the meeting for review and to enable a recommendation to be made to Council in accordance with Standing Orders.
9. Replacement Electric Cookers – Following authorisation on the 12th January 2015 the two replacement appliances have been delivered and installed on 3rd February 2015.
10. 'Yarn Bombing' Victoria Square – Following the proposal and request for permission from Mrs Helen Karakashian ,the President of the Rotary Club of Droitwich Spa as reported on the 12th January 2015 Agenda. Mrs Krakashian and Mrs Janet Yates from Wychavon District Council has subsequently confirmed that the “Yarn Bombing” project in Victoria Square will now be an integral part of the Droitwich Spa Summer Festival from the 27th June 2015 to the 4th July 2015.
11. The High Street and St Andrews Road triangle power box – Further Damage has been incurred following town events during 2014 to the distribution box which is maintained by the Town Council and has rendered the fixture currently inoperable. It is thought that the damage has been caused by exhibitors or traders misusing the power outlets and repairs have been necessary during 2014 at cost to the Town Council on more than one occasion. A robust governance process for users during all town events is now being drawn up with input from Wychavon District Council. A secondary issue is that the cabinet now requires upgrade to current regulations standard, including 16 amp connections and a reinforced weather grade outer casing. The Town Councils electrical contractor has provided a competitive quotation and has been instructed to carry out the essential repairs and upgrade work simultaneously.
12. Museum Radio Room demonstration video - An approach is being made in collaboration with the Heritage Managers to produce a short video of John Phillips demonstrating the Radio Room for visitors to view and to keep on file within the museum archive. Enquiries have been registered with the “BBC Museum Documentary Section” to look at the various formatting options and to provide quotations for consideration and determination, in consultation with the Chairman and Vice-Chairman of the Committee.

13. Commercial Dish Washer, main kitchen, Community Hall – Arising from minute number 33 of the meeting of the Committee held on 2nd June 2014. The necessary single phase electrical connection has been fitted and the dish washer ordered from Ecomax Catering Dishwashers. Full installation is anticipated imminently as the equipment is understood to be in stock. The Company provide a free aftercare instruction session for new purchases which will be useful to help instruct hirers of the hall and help towards longevity and efficiency of the asset.
14. Victoria Square Notice Board Map – As an integral part of the recent Town Guide and Tourism website projects, the Assistant Town Clerk and Mrs Janet Yates from Wychavon District Council have looked into improving the map side of the main Victoria Square notice board. The newly commissioned town centre map is to be laminated and increased to a suitably larger scale for the board. The Heritage Managers are sourcing a selection of suitable iconic and historic Droitwich Spa town photographs for display surrounding the map facia. This will replace the out of date map and obsolete commercial adverts currently on display. The map will also maintain uniformity with the Town Guide and Tourism website designs.
15. Council Chamber, St Richard’s House replacement curtains - The curtains in place are badly frayed and deteriorating severely due to sunlight bleaching and age. The proposal is to source quotations for suitable replacements delegated to the Chairman and Vice Chairman of the Committee for consideration and determination. The use of the recently installed overhead projector at Council Meetings and by other hirers has made the replacement matter more of a priority to enable the windows to be suitably screened.

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

A M Sinton (Chairman)

Mrs L Hobson

Mrs E A Taft (Vice-Chairman)

E Harwood

G R Brookes (Ex officio)

Mrs G Noyes

M C J Barratt

P Stevens

R G Beale

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